

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	3.20	1
	Date Filed	Effective Date
	September 11, 2009	September 11, 2009
References KRS 196.035 and 197.020	Subject COMMUNICATION AND RECORDING DEVICES	

I. DEFINITIONS

“Communication device” means a cellular phone, pager or radio.

“Recording device” means any device that permits audio or visual recording.

II. POLICY and PROCEDURE

- A. A Corrections employee or contractor shall not possess or use a personal communication or recording device while on duty.
- B. If an employee’s duties require the use of a communication or recording device, the device shall be issued or authorized by Corrections and authorized by the Deputy Commissioner or Director of Operations of Adult Institutions.
1. Physicians, psychiatrists, and dentists shall be authorized to possess a communication device if they have a private practice separate from their affiliation with the Department of Corrections.
 2. The device serial and call number in addition to the make and model number shall be recorded and located in the Captain and Internal Affairs’ office and at the entry and exit post. The device shall be checked for this information upon entry and exit to and from the institution and noted in the post log.
- C. If an employee has a special circumstance that requires the use or possession of a personal communication device, he shall receive prior approval from the Warden or his designee before bringing the device to work. A special circumstance may include a verifiable medical emergency involving a family member or an organ donor or recipient.